



Job Seeking Skills Workshops

Open to All Job-seeking Customers

June 2013

Workshop	Date	Time	Location
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, identify your skills, network, write a resumé and interview.	June 4, 18	12:00 PM–4:00 PM	Brigham City EC
	June 11, 25	9:00 AM–1:00 PM	Logan EC
	June 3, 13, 17, 27	12:00 PM–4:00 PM	Logan EC
	June 10, 21, 24	9:00 AM–1:00 PM	BATC Logan
	June 12	9:00 AM–1:00 PM	Garden City EC
EMPLOYMENT ESSENTIALS LAB: Must attend Employment Essentials Workshop as a prerequisite.	June 20	9:00 AM–1:00 PM	Logan EC
	June 4	9:00 AM–1:00 PM	Brigham City EC
	June 18	9:30 AM–11:30 AM	Logan EC
	June 11, 25	2:00 PM–4:00 PM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, how to express thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	June 6, 10, 19, 24	2:00 PM–4:00 PM	Logan EC
	June 5, 6	9:00 AM–1:00 PM	Logan EC
FEDERAL APPLICATIONS: Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	June 7	9:00 AM–10:00 AM	Brigham City EC
	June 6	1:00 PM–2:00 PM	Logan EC

To schedule one-on-one practice interviews, call 866-435-7414

To sign up for any of our **NO COST** workshops, register at jobs.utah.gov/jobseeker and select "Attend a Workshop" from the bottom menu to register.

Locations

- Brigham City EC
138 W. 990 S.
- Logan EC
180 N. 100 W.
- Garden City EC
69 N. Paradise Parkway
Bldg. B #224
- BATC Logan
1301 N. 600 W.
Room 171 Sections D&E

Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.*

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.